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TO : Chief, Intelligence School

DATE: 6 November 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 30 October - 5 November 1956

1. Numbers in Clerical Induction Training. During the week of 30 October there were 81 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 30 people for the week of 30 October.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 30 October were as follows:

	Tested	Qualified
Shorthand	6	0
Typewriting	9	6

4. New Division of Office Space for Clerical Training. Because it was found necessary to release office space in Room 2017 to OTR/Reproduction/Supply and Services Division, Room 2300 in Alcott Hall was partitioned to accommodate two offices and a reception room. Mrs. [ ] office in now Room 2300 A; Mrs. [ ] and Mrs. [ ] have their office in Room 2300 B; and Miss [ ] who serves as secretary and receptionist, has her desk in Room 2300.

5. Design of Shorthand Test. Mrs. [ ], Chief, Clerical Refresher Training, has been working with Mr. [ ] Psychologist, on a special shorthand test which is being designed by the Assessment and Evaluation staff for use by Agency field recruiters.

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OTR/CT:MAH:jdm (6 November 1956)

25 YEAR RE-REVIEW

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